SERVE**OHIO**
Ohio Commission on Service and Volunteerism

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Getting Started as an Organization on Get Connected

Registering Your Organization

There are two ways to access the organization registration page of Get Connected. Both ways begin on the landing page.

Note: To register your organization on Get Connected, you will need to be logged out. If you are already logged in, go to your profile dropdown to log out and access the site's landing page. You'll be asked to log back in as part of your registration.

Method #1

Go to Get Connected's landing page. Under the search bar, you'll see the **Click here to register your organization** link.

Get Involved, Make a Difference.

VOLUNTEER OPPORTUNITIES

Click here to register your organization.
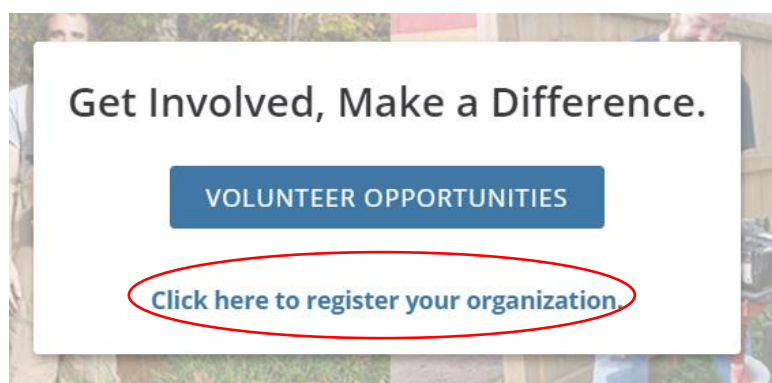
Click this link to access the registration form.

Method #2

1. Go to your Get Connected's landing page and click the red **Sign Up** button, located in the top right-hand corner of your screen.
2. Under the **Create an Account** heading, click the link for signing up an organization.

Step 1 of 5: Create an Account

Already have an account? Click here

Want to sign up your organization? Click here

Either of these methods will take you to the fields needed for signing up an organization. Once you've completed these fields, click **Request Account**.

> *Note: The email address you provide will be associated with the primary organization manager unless otherwise specified.*

> *Note: Hovering over the red question marks will provide an explanation of the question.*

> *Note: Clicking **Request Account** indicates that you have read and agree to the site's terms and conditions. A link to these terms and conditions are provided at the bottom of the sign-up screen.*

You should be taken directly to your organization manager page. If you aren't, just click the **Manage Organization** button at the top of your screen.

Accessing the Organization Management Area

This management area is where you can edit your organization's profile, add and edit opportunities, and approve volunteer hours that have been submitted.

To access your management area:

1. Log into your site.
2. Click the **My Organization** button at the top of the screen.
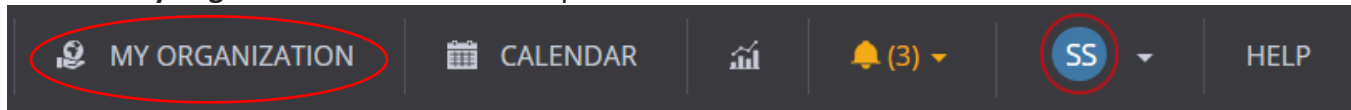
> *Note: If you manage two or more organizations, you'll need to click the button to view and select from a list of the organizations you manage.*

Editing an Organization Profile

The profile is divided into eight main areas:

- Logo
- Managers
- Basic Information
- Contact Information
- Location
- Links
- Descriptions
- Photos

Most areas contain information fields, and all have an **Update** button. Clicking this button saves all of the information in your profile--regardless of what areas have been edited since the last update.

Logo

Your logo is an important part of your organization profile. It appears in organization searches by volunteers, as well as on the main page of every opportunity you post. Here's an example of an logo:
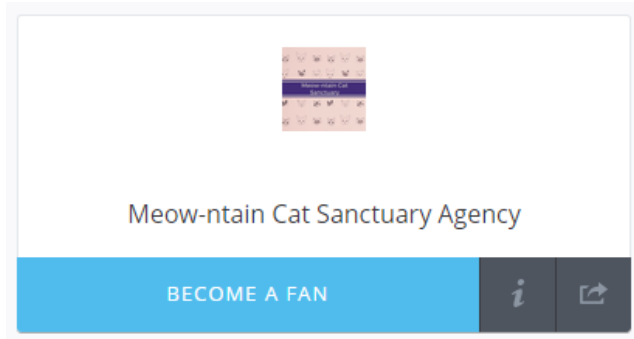
If you don't upload a logo, then the first letter of your organization name will be displayed in a colored box in place of a logo:
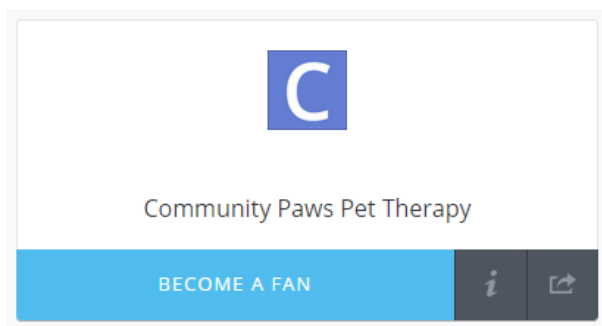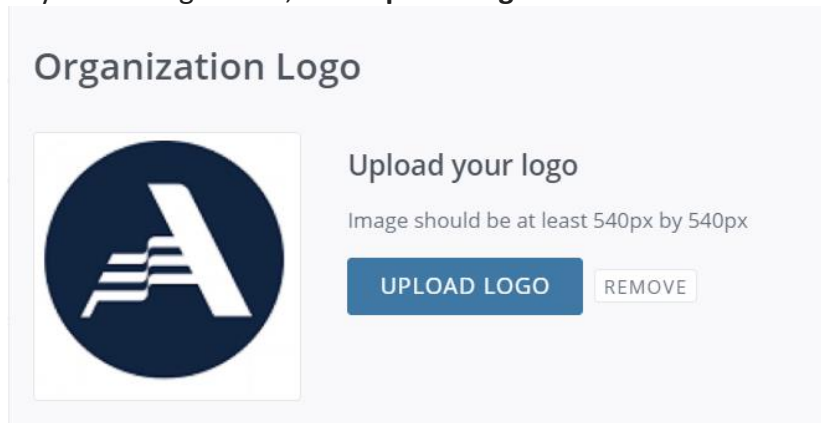

Note: The color of the box around the letter changes with each new view.

Uploading Your Logo

To upload your logo:

1. In your manager area, click **Upload Logo**.

2. Browse to the logo, select it, and click **Open**.

Note: The image should be at least 540 pixels by 540 pixels. You'll be able to resize it in the next step.

3. (as needed) Click and drag the borders to resize the image.
4. Click the applicable **Save** button.

*Note: To remove a logo, click **Remove** under the **Upload your logo** heading. To replace an existing logo, first remove it and then upload a new one.*

Making Your Logo Appear Larger

Some logos may appear larger than others. Here are a couple of tips for making your logo appear as large as possible in the space provided:

- Use a logo that is roughly as wide as it is tall. Perfect squares and circles are best.
- Use the cropping tool to crop out as much surrounding white space as you can or crop the image before uploading it.

Organization Managers

An *organization manager* is someone who can access the management area for an organization. This individual can edit the organization's profile, post opportunities, and approve hours on behalf of the organization.

Each organization must have at least one manager. If there is more than one manager, one person serves as the primary manager while all others are secondary.

Primary and Secondary Organization Managers

To register your organization, you must submit an email address. The system associates this email address with *primary organization manager*.

In addition to the capabilities mentioned above, a primary manager can add and delete secondary managers.
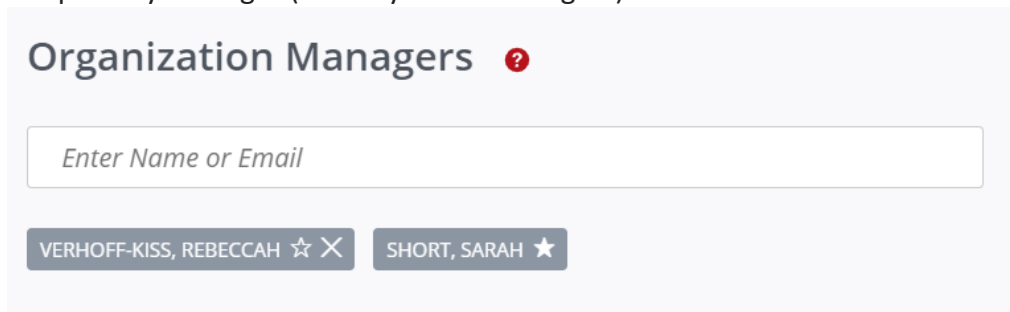
Secondary managers can be added to an organization once it's been created. Secondary managers have all of the capabilities mentioned above but cannot add or delete other managers.

Note: You can have up to 12 managers per organization.

Adding a Secondary Manager

To add additional managers:

1. Go to your management area. Under the "Managers" heading, you'll see the name of the primary manager (and any other managers).
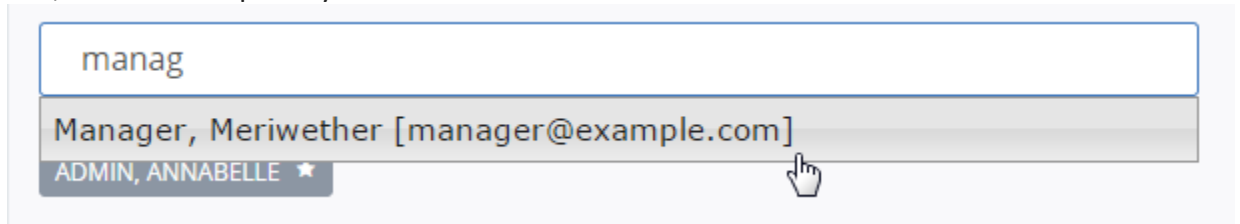

2. Begin typing the email of the individual to be added. If that email is registered on your site, it will show up and you can select it.

Note: If the person's email address is not displayed, the person is probably does not have a Get Connected account. If you're certain that they do *have an account, check the spelling or consult your records to make sure you have the correct email address.*
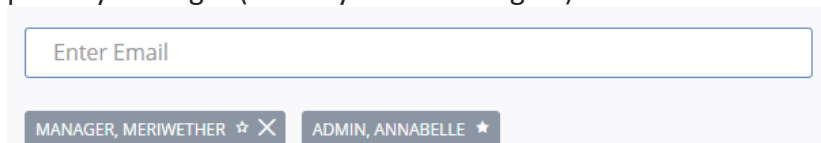
It is not necessary to click an **Update Info** button; the manager information is saved automatically.

Deleting a Secondary Manager

Only a primary organization manager (or a site manager) can delete a secondary manager from an organization. The instructions below pertain specifically to organization managers who are the primary managers.

To delete a secondary manager:

1. Go your management area. Under the **Managers** heading, you'll see the name of the primary manager (and any other managers).

In the image above, note that the Annabelle Admin has a solid star next to her name, indicating that she is the primary manager. Meriwether Manager has a clear star, indicating that he is the secondary manager.
2. Click the **X** next to the secondary manager's name to delete it, and then click **Yes** to confirm the deletion.
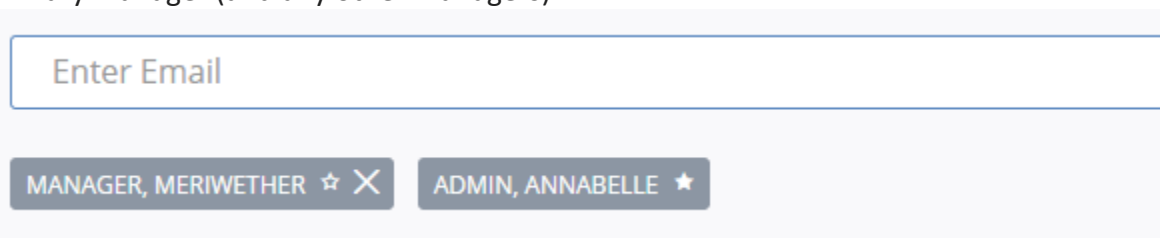
Making a Secondary Manager Primary

The primary manager has the ability to make someone else the primary manager for their organization.

> **Important:** *Each organization has only one primary manager. If, as the primary manager, you make someone else the primary manager, you will automatically become a secondary manager and will no longer be able to make changes to the other managers listed.*

To change a secondary manager to a primary one:

1. Go to your management area. Under the **Managers** heading, you'll see the name of the primary manager (and any other managers).
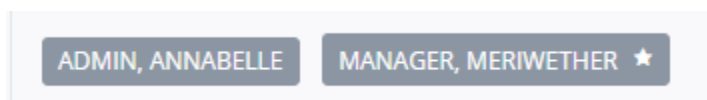

   Note that the primary manager (Annabelle Admin) has a solid star next to her name. This solid star indicates primary manager status, while the outline of a star (such as the one next to Meriwether Manager's name) indicates secondary manager status.

2. Click on the secondary manager's star outline, and then click **Yes** to confirm that you want to make that individual the primary manager.

Once you have given someone else primary manager status, you will no longer see the **X** that allows you to delete another manager. You'll also see only the solid star that indicates the primary manager. In the example below, we are still logged into Annabelle Admin's account, but she is no longer the primary organization manager.

Basic Information

The "Basic Information" section of the profile contains the fields described below.

Organization Name	The name of your organization; completed automatically based on your entry when signing up your organization.
Customize Link	This field helps you create a direct link to the profile page. The link will consist of: (1) the site's web address (2) /agency/detail/ (3) the unique label that you enter in this field.

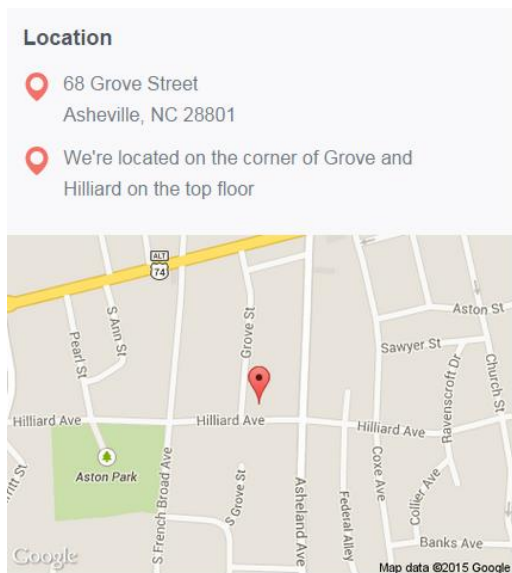|	For example, if Community Paws Pet Therapy's profile is located on the serveohio.galaxydigital.com site and the organization manager enters "cppt" as the customized link, their profile page will be located at serveohio.galaxydigital.com/agency/detail/cppt.
Hours of Operation	Because this is a free-text field, you do not have to use any special format to enter days and times.
Causes	Use this field to identify the causes your organization supports. Your selections will be used to match volunteers with agencies that interest them.
Video	Once you've uploaded your video to YouTube or Vimeo, enter your video's YouTube or Vimeo URL here.

Contact Information

The "Contact Information" section of the profile consists of fields described below. The Email, Phone, Fax, Contact Person, and Contact Title information will be displayed publicly on your site.

Email	Enter the email address used for general inquiries.
Phone, Fax	Enter the phone and fax (if applicable) numbers.
Contact Person	Enter the name of the primary contact.
Contact Title	Enter the primary contact's title. *Note: A person does not have to have a user account in order to be listed as a primary contact.*
Additional Contact Email Addresses	Enter the emails you would like to have copied (cc'ed) on all opportunity responses and RSVPs sent to the organization managers. *Note: A person does not have to have a user account in order to be listed as an additional contact.*

Important: The email address entered here is for viewers who wish to contact your organization by email. It is *not* used for automated notifications. Only the organization managers and additional contacts receive automated notifications.

Location

The address you enter here will be shown on the map on your profile page. Here's an example:

Location

68 Grove Street
Asheville, NC 28801

We're located on the corner of Grove and Hilliard on the top floor

Note: If you don't want your address to be public or shown on a map, you can enter a P.O. Box instead of a street address.

The **Additional Location Information** field can be used for the following types of information:

- Parking instructions if needed
- Landmarks to help people find you
- Instructions for getting to a suite or other office within a larger building
- Information about multiple locations

Links

Use this section to provide your website URL, along with your Facebook and Twitter pages. These links will appear as *Website*, *Facebook* (with Facebook logo), and *Twitter* (with Twitter logo), respectively.
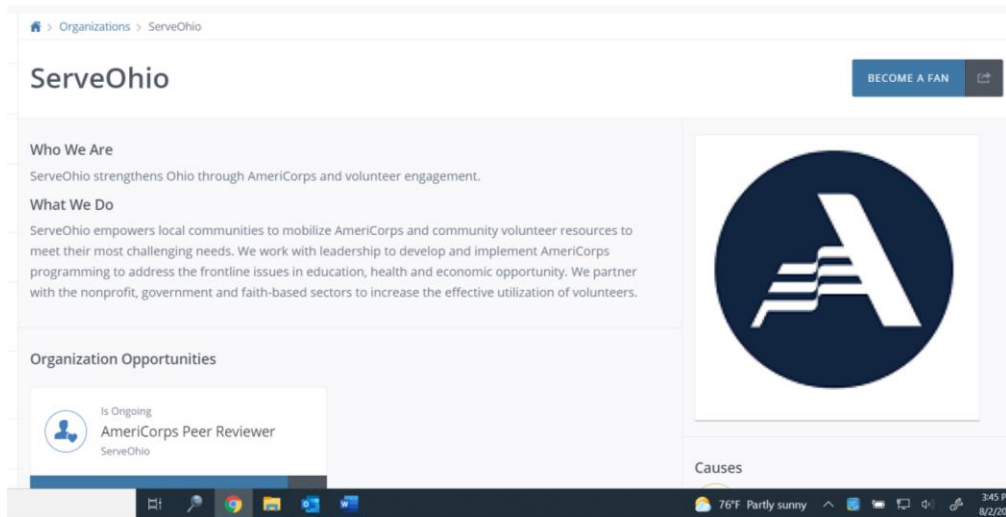
Links

Website

Facebook

Twitter
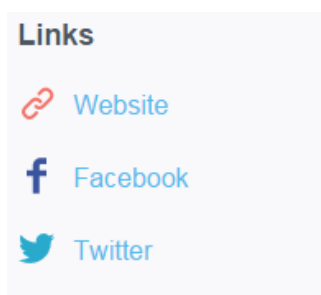
Descriptions

The "Descriptions" area of your profile consists of two sections:

- **Who We Are** - History, mission, and vision
- **What We Do** - Programs and services

Because the descriptions are so important, they appear at the top of your profile page, next to the logo.

Tip: *For easier viewing, try to limit your descriptions to just a couple of paragraphs.*
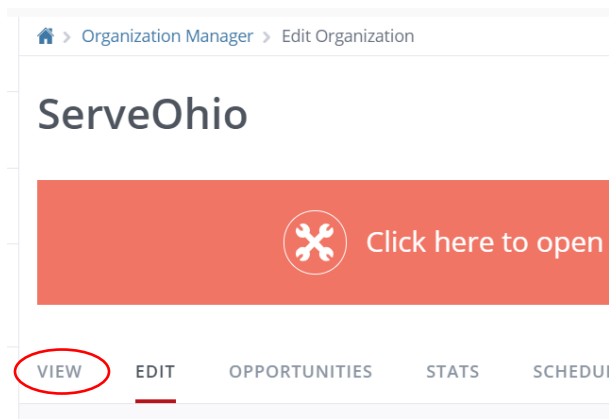
Photos

You can add up to 12 photos. Photos are displayed in slideshow format at the bottom of the profile page. Photos must be image files (jpg/jpeg, png, or gif) in order to load properly.

To add a photo:

1. In the "Photos" section of your profile editing page, click **Add New Photo**.
2. Browse to the photos you want to add and select them.
3. Either click **Open** or simply drag and drop the photos into the **Add New Photos** box. This action adds the pictures to your page.
4. Click **Okay** or click **Refresh Now** to view the pictures on your profile editing page.

To see the slideshow of your photos, scroll to the top of the page and click **View**.

The photos are automatically displayed as a slide show, but a user can also manually scroll through them by clicking the arrows in the bottom left-hand corner of the picture.